



EMPLOYMENT OPPORTUNITY

1. RPA #	CCFC-003
ANALYST'S INITIALS	BR
DATE	12/13/11

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION. TWO POSITIONS AVAILABLE. MAY ALSO CONSIDER RESEARCH PROGRAM SPECIALIST I APPLICANTS.

CLASS TITLE Research Program Specialist II	POSITION NUMBER 319-001-5758-900	TENURE PERMANENT	TIME BASE Full Time	CBID R01
OFFICE OF First 5 California (aka California Children and Families Commission)	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY \$5,309 TO \$ \$6,451
SEND APPLICATION TO: First 5 California 2389 Gateway Oaks Drive, Suite 260 Sacramento, CA 95833 Attn: Hanan Boyd	REPORTING LOCATION OF POSITION 2389 Gateway Oaks Drive, Suite 260			
	SHIFT AND WORKING HOURS DAYS - 8 am to 5 pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 263-1050	CALNET PHONE NUMBER		
SUPERVISED BY AND CLASS TITLE Vonnie Madigan, Deputy Director (CEA II)			FILE BY 01/13/12	

SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to First 5 California (aka California Children and Families Commission) employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

All interested candidates must submit a standard State Application Form 678. Applications will be accepted only from individuals currently at the Research Program Specialist II level, applicants who have transfer or list eligibility, or individuals who are currently reachable on the Research Program Specialist II list. All appointments are subject to SROA/Surplus provisions. Surplus applicants, please attach a copy of your surplus letter to the state applications.

Please reference RPA # 003 and state your eligibility in box #12 on your application.

Are you looking for a rewarding career through which you can impact the lives of young children and their families? First 5 California is recruiting for a dynamic, energetic, and committed **Research Program Specialist II**.

First 5 California is a state agency whose focus is on providing services and support through health and education programs for children ages 0 to 5 and their families. We are located in a newly designed facility in the South Natomas area. **FREE PARKING!**

This is a great opportunity to work for a progressive and innovative organization that cares about California's children. First 5 California provides an environment where creativity and productivity are encouraged, recognized, and rewarded. It is a diverse, family-friendly organization that is conveniently located. We are seeking an individual who is a self starter, flexible, independent worker, who also has a strong sense of team work. This individual will also possess strong analytical problem solving, written and verbal communication skills, as well as being detail oriented and well organized. The successful candidate will be provided opportunities that will nurture professional growth and development.

For duty statement, visit our website at <http://www.ccfc.ca.gov/commission/jobs.asp>.

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Research Program Specialist II	319-001-5758-900	CCFC-003	01/13/12

Under the general direction of the Deputy Director (CEA II), Results and Evaluation Division, the incumbent is responsible for designing and implementing major research and evaluation projects to assess the value of First 5 California programs. Duties include research and evaluation design, data collection and analysis, and report writing. In addition, the incumbent is responsible for briefing executives at the highest level of First 5 California on evaluation findings and presenting findings to stakeholders (First 5 county commissions and public and private institutions/agencies). The incumbent will also develop and oversee related research and evaluation contracts and contractors.

DUTIES INCLUDE:

- Independently implement major research projects to evaluate the impact of programs for children ages 0 to 5.
- Oversee a complex research network designed to conduct research, collect research and evaluation data and information, and produce reports to support First 5 California's policy agenda.
- Initiate and manage contracts related to large scale research projects including longitudinal studies and large surveys.
- Inform and educate interested parties about First 5 California evaluations and research.

DESIRABLE QULAIFICATIONS:

- Be proficient in Microsoft Access, Word, Excel, PowerPoint, and statistical software.
- Possess excellent written/verbal communication and organization skills.
- Possess expertise in Results methodology, methods and techniques, and statistics.
- Possess expertise in program evaluation principles, concepts and terminology.
- Possess understanding of principles of public administration, organization and management.
- Possess strong organizational and project management skills.
- Knowledge of First 5 California policies and procedures.
- Ability to reason logically and creatively, develop effective solutions, and make recommendations.
- Knowledge of early childhood education and development.
- Ability to gather, compile, analyze, summarize and interpret information and data.
- Ability to design and implement Results and evaluation related projects.
- Willingness to travel on occasion.

SPECIAL PERSONAL CHARACTERISTICS

- Show a demonstrated ability to act independently and as a team member; initiative; flexibility; and tact.
- Possess ability to perform well under the pressure of time-sensitive, high priority projects.
- Possess positive interpersonal skills and the ability to interact with a wide range of people.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Ability to use a computer.
- Ability to express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.
- Understand and use information that may be presented in a variety of formats, such as data sets, tables, lists, figures, diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.
- Function effectively under demanding and competing deadlines.
- Ability to occasionally bend, lift, and move file boxes and other items weighing up to 35 pounds or acquire support services to accomplish the task.

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE

A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DGS JOB HOTLINE PHONE (916) 322-5990

CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929